



JOB TITLE: Accounts Payable Coordinator
DEPARTMENT: Finance
REPORTS TO: Accounting Manager
LOCATION: Lewisville, Texas
SALARY RANGE: DOQ (\$41,696.00 - \$52,120.00 annually)

LAST REVISION DATE: 03/2022
FLSA: Exempt, Full-Time
EEO: Professional

PURPOSE OF JOB

The position is responsible for performing all duties related to accounts payable (A/P). Duties of the position include reviewing and processing all payment (A/P) requests, maintaining all A/P functions, assisting with the month-end close process, providing support for periodic agency audits, and maintaining written policies for related functions.

ESSENTIAL FUNCTIONS

1. Enter timely and accurate data in the general ledger system related to accounts payable.
2. Work directly with all levels of personnel to request proper documentation for processing payments to vendors.
3. Purchasing card detail review and A/P entry, as well as timely follow-up for non-compliant items.
4. Process all payment requests for weekly check runs to ensure accurate and timely invoices and payments to vendors and individuals, including third party payroll checks.
5. Upload positive pay files into the banking portal timely.
6. Complete due diligence procedures to set-up vendors for wire payment in the banking portal, and process wires accordingly.
7. Review employee reimbursement requests for accuracy and compliance with Travel Rules and Procedures and applicable IRS or GSA rates.
8. Maintain A/P aging report to accurately track all outstanding vendor invoices.
9. Provide A/P reports and supporting documents and assist with audit requests as directed.
10. Research IRS regulations regarding Form 1099-Misc reporting, collect and prepare data, and distribute 1099 forms on annual basis.
11. Ensure internal Travel Rules and Procedures are updated and reflect best practices on an annual basis and provide training to staff as needed.
12. Provide customer service to personnel and vendors for A/P related questions, receive telephone calls and answer inquiries including payment status information.
13. Coordinate in establishing and/or updating vendor/customer/employee accounts in partnership with Procurement and verify set-up is accurate for 1099 purposes.
14. Assist with bi-annual fixed asset inventory count.
15. Assist Controller/AVP of Finance and/or Accounting Manager with special projects as required by researching, reconciling, and tracking information.
16. Work closely with Finance Assistant to mail vendor checks and manage all files relating to A/P documentation.
17. Perform other duties or projects of similar nature and level as assigned.

REQUIREMENTS TO PERFORM WORK

Education & Experience (Any equivalent combination of education and experience):

- Associate's or Bachelor's degree in Accounting, Finance, or Business Administration.
- Minimum two years of bookkeeping experience in government, nonprofit, or in similar operating environment.
- Excellent communication skills, both orally and written, and ability to explain rules and regulations.
- Good technical skills, i.e. typing, word processing, computer operations, copier/fax, telephone.

Special Requirements: Hold a current valid Texas Driver's License or be able to obtain one upon entry into the position.

Knowledge of:

- Microsoft Office suite including Word, Excel, Outlook, PowerPoint.
- Experience with Superior ONESolution Finance preferred.
- Knowledge of 1099-misc reporting requirements highly preferred.
- Principles and practices of basic accounting and clerical methods.
- Proper public and telephone contact techniques and etiquette.

Ability to:

- Display positive interpersonal skills to include tact, listening, stewardship, and conceptualization.
- Be adept in oral and written communications in a proactive manner.
- Act responsibly and ethically when working with sensitive financial information.
- Establish cooperative working relationships and communicate effectively and sensitively with internal and external customers.
- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines.
- Think independently and provide self-direction, solve various problems, and make informed rational decisions.
- Exhibit strong problem-solving skills and exceptional customer service orientation.
- Organize files and documentation and perform accounting clerical work.
- Interpret, apply, and explain relevant regulations, rules, and procedures.
- Understand, interpret and be able to explain department office policies, rules and practice .
- Operate standard office machines, such as computers, calculators, and copiers, as well as type accurately at an acceptable rate of speed.

The ideal candidate will:

- Foster a culture that values critical thinking, good judgement, and problem solving, as well as encourages constructive feedback, engagement, inclusion, and diversity at all levels.
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers with whom they interact. Interested in partaking in group development and team building activities.
- Be open to collaborate and work in a team-oriented and helping environment.
- Possess an influential and welcoming communication style.

PHYSICAL ACTIVITIES

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; occasionally running errands; lifting light weight; reaching above the waist, and reaching below the waist; repetitive motion and fingering when using computer keyboard and/or 10-key calculator; and seeing, talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer, telephone, and calculator. The essential functions of this position are performed in an office environment.

Additional perks and benefits that accompany full-time employment with DCTA:

- Telecommuting options available, if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.

- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS)
 - Employees Retirement System (ERS)
 - Judicial Retirement System of Texas (JRS)
 - Teacher Retirement System of Texas (TRS)
 - City of Austin Employees Retirement System (COAERS)

- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- Regional transit pass (bus and rail) for you and your immediate family.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.